

TACOM-RED RIVER ARMY DEPOT  
INTERNAL REVIEW AND AUDIT COMPLIANCE OFFICE  
INTERNAL REVIEW PROGRAM - FISCAL YEAR 2003

	Estimated Staff Days (by Quarter)					Total
	1st	2nd	3rd	4th		
I. DIRECT AUDIT TIME						
A. Internal Audit						
1. Morale Welfare Recreation						
As requested by Deputy Commander, ensure proper management controls are maintained and financial condition accurately reflected on financial statement.	00	51	05	00		56
2. IMPAC Card Purchases						
As requested to ensure that proper Management controls are maintained over the authorization and use of credit cards and the supplies and materials pro- cured with it.	00	00	45	00		45
3. Annual Quality Audit						
Review the process and documentation of the Quality activity.	00	00	00	10		10
SUBTOTAL, INTERNAL AUDIT STAFF DAYS (above)	00	51	50	10		111
B. Audit Liaison and Command Replies. Preparation of command replies to findings, draft reports and final external audit reports. Also, provide liaison for GAO, DODIG and USAAA and provide status to Command Group and AMC.	4	5	3	3		15
C. Tracking/Follow-up. Tracking/follow-up required by ARs 11-7 and 36-2 on corrective actions for recommendations from external and internal audit reports.	3	3	5	3		14
D. Special Projects/Assignments						
(Administrative) Command Group Auditable entity program update for Special Access Programs.	5	5	8	8		26
TOTAL DIRECT TIME (A,B,C, & D ABOVE)	12	64	66	21		166

II. INDIRECT AUDIT SUPPORT

Corporate systems development and operations. Hand receipt holder and various other POC duties.	2	2	2	2	8
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III. SUPERVISION, CLERICAL, & TEAM LEADERSHIP	8	8	8	8	20
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IV. TRAINING	1	1	12	8	22
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V. HOLIDAYS AND LEAVE	18	9	7	10	44
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TOTAL STAFF DAYS PROGRAMMED	41	84	95	49	260
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SUBMITTED BY:

APPROVED BY:

/s/  
Eva M. Knight  
C, Internal Review  
& Aud Compl Ofc  
Date: 05 Nov 02

/s/  
MICHAEL B. CERVONE  
Colonel OD  
Commanding  
Date: 15 Nov 02